

Lakeland Community College

POLICY TITLE:	PARENTAL LEAVE
POLICY NO:	3354:2-20-54
ORIGINALLY APPROVED DATE:	01/15/98
REVISED DATE:	01/22/26; 03/06/03
EFFECTIVE DATE:	01/22/26
NEXT REVIEW DATE:	01/2031
RELATED PROCEDURE:	HR20-54
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all full-time, partial year, and part-time Administrators, S/P, and staff employees.

- A. Written application for parental leave shall be submitted in advance to the supervisor of record on a form provided by the Human Resources Department.
- B. Eligible employees are entitled to at least 12 weeks of parental leave with the onset of an entitling event.
- C. Eligible employees may request additional weeks of parental leave beyond 12, not to exceed 52.
- D. Employees on parental leave must reduce accrued compensatory time, personal time, sick and vacation time in that order beginning with the first day of parental leave.
 1. Employees may retain a maximum of 80 hours of sick time or 80 hours of vacation time or a combination of both so long as the total banked hours do not exceed 80.
- E. College-paid health benefits will continue to be provided, at the same level of coverage, through the first twelve weeks of leave for employees on parental leave who were receiving college-paid health insurance benefits prior to the start of the parental leave.
 1. The cost of the college-paid health insurance benefits, provided during any portion of the 12 weeks when the employee was not receiving compensation, may be recovered from the employee if he/she fails to return from the leave for reasons other than an approved request for extension of the leave.
 2. College-paid dental, vision, life and long-term disability insurances will continue so long as the employee is receiving compensation through the reduction of benefit time as noted in (D) of this policy.
 3. Employees on leave beyond the initial 12 weeks will be eligible to continue receiving college-paid health insurance benefits so long as they are receiving compensation through the reduction of benefit time, as noted in (D) of this policy.
- F. Employees on paid parental leave and their dependents will remain eligible for fee waivers.
- G. The employee must be in satisfactory condition, physically and mentally, to resume his/her duties. At the conclusion of the leave the employee will return to the former position or to another position (possibly in a different department or shift) in the same

classification, unless the former position has been eliminated due to lack of work or funds.

1. A non-continuing status employee on parental leave at the time the assignment concludes, due to either a lack of work or funds, is not guaranteed re-employment in another position.
- H. Employment while on an approved leave from work will be cause for termination unless specifically approved by the Chief Human Resources Officer.
- I. Failure to return to work at the end of the leave shall be considered a resignation.
- J. Employee Eligibility
1. Full or part-time continuing status employees
 - a. Eligible for a parental leave no less frequently than upon completion of 1,250 work hours within the preceding 12-month period.
 2. Non-continuing status employees
 - a. Temporary status employees are eligible for parental leave if they have been employed at the college for 12 months (not necessarily consecutive) and have worked at least 1,250 hours in the 12 consecutive months preceding the requested start date of the leave.
- K. Entitling Events
1. Eligible employees are entitled to parental leave for the birth of a child, or placement of a child for adoption or foster care.
 - a. Entitlement to parental leave expires 12 months after the date of birth or placement.